

REQUEST FOR APPLICATIONS

Department of Transportation/Urban Forestry Administration

Government of the District of Columbia

Fiscal Year 2014

Trail Ranger Program

Department of Transportation/Urban Forestry Administration invites the submission of applications for funding under the Authorization of the Department of Transportation.

Announcement Date: January 3rd, 2014

RFA Release Date: January 13th, 2014

Application Submission Deadline Date: January 31st, 2014 at 3:00 pm

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.

Checklist for Applications

Trail Ranger Program

- The applicant organization/entity has responded to all sections of the Request for Applications.
- The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- The application is submitted with two original receipts found in Attachment D, attached to the outside of the envelope or package for DDOT approval upon receipt.
- The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- The Staffing Plan is complete and complies with the format found in Attachment F of the RFA.
- The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- The applicant has read and signed the Statement of Confidentiality found in Attachment I of the RFA and has submitted signed copies for all staff who will work on this project.
- Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form, found in Attachment J of the RFA, for each collaborative partnership entered into.
- The application is printed on 8 ½ by 11 inch paper, double-spaced, on one side, using twelve (12) point type with one-inch margins.
- The program narrative section is complete and within the twenty (20) page limit for this section of the RFA submission.
- The applicant is submitting six (6) copies of the application: the required original and five (5) copies.
- The application format conforms to the guide listed in Section V Application Format listed on page 15 of the RFA.
- The appropriate appendices, including program descriptions, staff qualifications; individual resumes, licenses and other supporting documentation are enclosed.
- The application was submitted to Urban Forestry Administration no later than 3:00 pm., EST on the deadline of January 31st, 2014.

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SECTION I GENERAL INFORMATION

Introduction

The Urban Forestry Administration (UFA) within the District of Columbia (District) Department of Transportation (DDOT) is soliciting detailed proposals from organizations to manage a new Trail Ranger program. Trail Rangers will patrol the District's 13 miles of multi-use trails for the District and establish volunteer clean up days, report trail maintenance issues, perform basic bike maintenance repairs, report safety concerns and provide trail usage feedback. The purpose of the program will be to provide informational/educational/way finding materials including trail system maps, local trail-related regulations and contact information for District personnel. Cyclists, skaters, and walkers who utilize area trails on a regular basis are the intended customers and users for which the applicant will provide services. The Trail Ranger program is a way to support trail users, keep the local trail system safe and promote active lifestyle choices. The ideal applicant's Trail Rangers will already be comfortable distributing trail information to fellow trail users and be enthusiastic about helping the District to improve its extensive trail system. Applicant's Trail Rangers will patrol the trail, report trail maintenance issues via electronic work request processing tools, report and mitigate trash/debris/glass issues, report safety concerns and provide customer feedback reports to the District Department of Transportation's Urban Forestry Administration. Applicant's Trail Rangers shall be trained in basic bicycle maintenance, carry a tool kit and bike pump, learn about safety issues unique to the District's trail system, and keep DDOT up to date on trail issues, concerns and conditions. Applicant's Trail Rangers will carry trail maps and other District related information for distribution to the public. Applicant's Trail Rangers shall supply their own bikes, helmets, trailers, smart phone/tablet, staff uniforms, Personal Protective Equipment (PPE) and safety incident related supplies for trail incidents.

Scope

The DC Department of Transportation, Urban Forestry Administration (UFA) seeks applications from qualified organizations to provide Trail Ranger services along the 13 miles of multi-use trails for the District Department of Transportation. The Agency's priorities for providing these Trail Ranger services include the following: be present on the trails during the highest use times, perform small crew volunteer clean up efforts, report trail maintenance issues, perform basic bike maintenance repairs, report safety concerns and provide trail usage data for citizen feedback. Period of Performance is from Date of Award through end of each option year date over a base plus four year process.

Eligible Organizations/Entities

Applications are requested from public agencies or private not-for-profit organizations established service providers based in the District

Source of Grant Funding

Funds were made available by the DC City Council in the 2014 budget for this program.

Award Period

The term of this grant shall be from the date of the award through the base year with the possibility of extended each year for four years (base plus four year grant period). Funding shall begin from the date of signature to the grant agreement by the Director of DDOT, and the Applicant (the Parties). The Applicant shall begin performance; effective on the date the grant agreement is signed by the Parties.

Grant Award and Amounts

An amount not to exceed one hundred thousand dollars and zero cents (\$100,000.00) is available for these services under the Act for each of the option years to include the base.

Use of Funds

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA.

Contact Person

For further information, please contact:

John P. Thomas, Associate Director

Urban Forestry Administration

Department of Transportation

District of Columbia

55 M St. SE, 6th Floor

Washington, DC 20003

Telephone#: (202) 671-5133

Fax #: (202) 671-5103

Email john.pthomas@dc.gov

Internet

In order to receive updates and/or addenda to this RFA, or other related information, applicants

who obtain this RFA through the Internet are advised to immediately email the following information to John P. Thomas, john.pthomas@dc.gov

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- Email address

Explanations to Prospective Applicants

Applicants are encouraged to mail, fax, or email their questions to John P. Thomas on or before Monday January 27th, 2014 close of business. Questions received after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

SECTION II PROGRAM SCOPE

Overview

Trail Rangers will patrol the District's 13 miles of multi-use trails for the District and establish volunteer clean up days, report trail maintenance issues, perform basic bike maintenance repairs, report safety concerns and provide trail usage feedback. The purpose of the program will be to provide informational/educational/way finding materials including trail system maps, local trail-related regulations and contact information for District personnel. Cyclists, skaters, and walkers who utilize area trails on a regular basis are the intended customers and users for which the applicant will provide services. Successful applications will include the following five criteria:

Have staff a presence on the trail, as the main mission, during the highest use times with clear Trail Ranger identification;

Schedule and promote having small crew volunteers and/or paid staff participate in clean up efforts;

Evaluate and report trail conditions on a daily basis;

Conduct basic bike repairs as needed for users of the trail;

Ensure that all safety issues are directed to DDOT or MPD;

Establish a feedback loop for DDOT and concerned citizens regarding trail issues.

Background

The DDOT through the UFA manages the 13 miles of multi-use trails in the District. Cyclists, skaters, walkers and runners on a daily basis use the trails. The trails are also part of the DDOT's multi-modal transportation plan to provide other ways for citizens to get to and from work or around the city. The trails are part of a larger network of connected trails that feed into Maryland and Virginia. DDOT seeks to provide a high quality experience that provides safe passage and promotes healthy alternates for our citizens.

General Responsibilities

The following tasks must be defined and included as part of all model programs:

Volunteer clean up days

The applicant can establish a program of small crew work efforts that focus on cleaning or improving specific areas but also encourage users to take a role as a trail user. These work events should focus on all the trails throughout the District with at least two work events per trail. The projects can be small and focused on certain problem areas on the trails or larger days. This is not the focus of the grant and should be done only after a staffing plan and maximum number of hours is focused on being on the trail each day.

Evaluate and report trail conditions on a daily basis

The applicant shall provide coverage on all trails with Trail Rangers with the ability to report issues via electronic devices through the DC 311 app, carry supplies and equipment needed to perform the scope of work based on maximizing the staff time on the trail during the peak periods of the season. The schedule will be completed after award but daily presence shall be the focus of the proposed plan.

Other tasks shall include cleaning up of the trail site when glass, trash or other debris is found and disposing of it in proper trash receptacles, mitigation of basic bike breakdowns such as flats and other adjustments that get users moving again, placement of traffic control devices/materials/directions for users to follow when unsafe conditions are identified until the locations is corrected and distribution of educational, informational, directional, trail usage materials.

Ensure that all safety issues are directed to DDOT or MPD

The applicant shall report of trail safety concerns to DDOT immediately upon discovery such as pavement cracking, lighting issues, sink holes etc. The applicant shall report all crime and public safety issues to MPD and FEMS immediately upon discovery via 911 or 311.

Establish a feedback loop for DDOT and concerned citizens regarding trail issues

The applicant shall create a system of reporting feedback to DDOT on trail user numbers and specific reoccurring trail issues on a bi weekly basis. The applicant shall also create a report after each volunteer day that highlights number of hours, number of volunteers, tasks completed and other work related to the effort.

Records

The Applicant shall keep accurate records of the program and the ongoing progress of the program activities and submit monthly status reports.

The Applicant shall provide the Grant Administrator, and other authorized representatives of the Department of Transportation and the District government, such access to program and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by the Applicant staff.

The Applicant shall retain all records for at least three (3) years following final closeout of the grant.

Monitoring

The DDOT/UFA Bike Trail Coordinator or his/her designee shall monitor and assess the performance of the Applicant according to the scope of work and related service delivery standards set forth in the grant agreement.

The Applicant shall provide the DDOT/UFA Bike Trail Coordinator and other authorized representatives of DDOT and the District government, such access to its facilities, records, customers and staff as may be necessary for monitoring purposes.

DDOT shall assign a staff person to monitor the project. The DDOT/UFA Bike Trail Coordinator or his/her designee shall review all written policies and procedures applicable to the project, review all monthly reports, conduct site inspections, and hold periodic conferences with the Applicant to assess the Applicant's performance in meeting the requirements of the grant agreement.

Security Certifications

The applicant must provide certifications herein that if funded, as Applicant it shall conduct routine pre-employment criminal record background checks of all the Applicant's staff that will

provide services under this/these contact(s) as permitted by applicable D.C. law. Except for health professionals licensed in accordance with D.C. Official Code § 3-1205.01 *et seq.*, the Applicant(s) shall include a copy of the current National Criminal Information Center Report and Child Protective Services Report on abuse and neglect. Any conviction or arrest identified in the background checks of the Applicant(s) employees will be reported to DDOT, which will determine the employee's suitability for employment.

Certifications and Assurances

Applicants shall complete and return the Certifications and Assurances found in Attachments B and C with the application submission.

SECTION III GENERAL PROVISIONS

Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

Audits

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352, 42 U.S.C. § 2000a *et seq.*), no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving federal TANF funds.

In accordance with the DC Human Rights Act of 1977, as amended (D.C. Law 2-38, D.C. Official Code §2-1401.01 *et seq.*), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family, offense, and place of residence or business. Sexual harassment is a form of sex discrimination, which also prohibited by the DC Human Rights Act. Discrimination in violation of the DC Human Rights Act will not be tolerated. Violators will be subject to disciplinary actions.

In accordance with the DC Language Access Act of 2004 (D.C. Law 15-167, D.C. Official Code § 2-1931 *et seq.*), District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translations of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served.

During the performance of the grant, the Applicant and any of its sub-applicants shall comply with the Americans with Disabilities Act of 1990 (ADA). The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12101 *et seq.*

Programmatic Requirements

Deliverables

CLIN	Deliverable	Format and Method of Delivery	Date Due to DDOT
C.5.1	Weekly reports about staff work loads, task completions and service requests.	Excel or Word via google docs	Every week starting the first
C.5.2	Work plans, turn out, hours worked and task completed during volunteer workdays.	Excel or Word via google docs	Pre-plan and post work reports
C.5.3	Staffing lists, certified payrolls and staffing processes.	Excel or Word via google docs	After each pay day

SECTION IV APPLICATION SUBMISSION

Submission Date and Time

In order to be considered for funding, applications must be received no later than 3:00 PM January 31st, 2014. All applications will be recorded upon receipt. Applications accepted at or after the deadline on January 31st, 2014 will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

Number of Copies

The original and one (1) copy of the application must be submitted in a sealed envelope or package by the deadline date and time. Applications will not be considered for funding if the applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

Location to Submit Application

Applications must be received at or before the deadline date and time at the following location:

John P. Thomas, Associate Director

Urban Forestry Administration

Department of Transportation

District of Columbia

55 M St. SE, 6th Floor

Washington, DC 20003

Telephone#: (202) 671-5133

Fax #: (202) 671-5103

Email: john.pthomas@dc.gov

For hand delivered applications applicants should allow at least one hour before the deadline time to clear security protocols.

Mail/Courier/Messenger Delivery

Applications mailed or delivered by messenger/courier services must be received on or before January 31st, 2014, 3:00 p.m. Applications arriving via messenger/courier services after the posted deadline of 3:00 p.m. on January 31st, 2014 will not be considered for funding. Application packages must be delivered to and received by a Urban Forestry Administration staff member and not left at the security desk or other location by the courier service.

SECTION V REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their experience in trail maintenance, data analysis, evaluation, and public space planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DDOT shall make the final funding determinations.

Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A Program Design (Total 30 Points)

1. The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and will contain or are consistent with program objectives described in the Program Scope. (15 Points)
2. The proposal clearly describes the methods to be used to complete the project and manage the tasks that are being requested by DDOT. (15 points)

Criterion B Organizational Capability and Relevant Experience (Total 35 Points)

1. The applicant must demonstrate the knowledge and experience relevant to the service sought. (10 Points)
 - The applicant provides documented community experience (e.g. Linkages with other community-based organizations) working with volunteers, working on trail programs and the capacity to successfully meet the responsibilities associated with this grant.
 - If no experience has been acquired, describe how past experiences to the community will prove beneficial in this undertaking.

The applicant has a clear staffing plan to provide for the service request herein. The applicant also has the technical capability to maintain an information-based work process sufficient to produce required reports for DDOT. (25 Points) I

Criterion C Sound Fiscal Management and Reasonable Budget (Total 20 Points)

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that supports the organization. (10 Points)
2. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives such as maximum time on the trail with the rangers. (10 Points)

Criterion D Overall Feasibility of the Proposal (Total 15 Points)

Applicant provides documentation that the proposed program will be fully supported by

management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities.

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Department of Transportation. The final decision on awards rests solely with DDOT. After reviewing the recommendations of the review panel and any other information considered relevant, DDOT shall decide which applicants to award funds and the amounts to be funded.

SECTION VI APPLICATION FORMAT

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (See Attachment A)
- Table of Contents
- Application Summary (Not to exceed 3 pages)
- Project Narrative (Not to exceed 5 pages)
- Certifications and Assurances (Not counted in page total, Attachments B and C)
- Program Budget and Budget Narrative (Not counted in page total, Attachment G)
- Appendices (Attachments: E - Work Plan; F - Staffing Plan; I - Collaboration)

The maximum number of pages for the total application cannot exceed 10 pages on 8 ½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered. The review panel shall not review applications that do not conform to these requirements.

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

3. Specific, measurable program objectives for the service area of the application;
4. Specific service(s) to be provided;
5. Detailed work plan for activities;
6. Proposed impact of the project due to the involvement of your organization;
7. History with the specified community in general; and
8. Experience with serving public spaces within a community in this capacity - if no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

Program Budget and Budget Narrative

A standard budget form is provided in Attachment G. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

SALARIES AND WAGES: Show proposed salaries and wages for all project staff.

FRINGE BENEFITS: Include in proposed benefits comparable to those paid to the other members of the applicant's staff. Show fringe rate.

CONSULTANTS / EXPERTS: Proposed costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction etc.

OCCUPANCY: Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area.

TRAVEL AND TRANSPORTATION: Show proposed expenditures for travel, including estimated staff, consultant and participant travel. Include per diem and reimbursement policy.

SUPPLIES & MINOR EQUIPMENT: Proposed supplies and educational materials.

CAPITAL EQUIPMENT & OUTLAYS: Proposed major equipment over three hundred dollars (\$300).

COMMUNICATIONS: Include utilities and telephone and maintenance services directly related to project activities.

OTHER DIRECT COST: Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities, telephone, and maintenance services directly related to project activities. Include insurances, staff training costs, subscriptions, and postage.

INDIRECT COST / OVERHEAD: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the District.

Certifications and Assurances

Applicants shall provide the information requested in Attachments B and C and return them with the application. If an applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications and Assurances.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

9. Audited financial statement;
10. Indication of organization status;
11. Roster of the Board of Directors;
12. Proposed organizational chart for the project;
13. Organizational budget (as opposed to project budget);
14. Letters of support or endorsements;
15. Staff resumes (if applicable); and
16. Planned job descriptions (if applicable).

SECTION VII

LIST OF ATTACHMENTS

Attachment A	Applicant Profile	Attachment F	Staffing Plan
Attachment B	Certifications	Attachment G	Budget
Attachment C	Assurances	Attachment H	Definitions
Attachment D	Original Receipt	Attachment I	Collaboration
Attachment E	Work Plan		Commitment Form

Attachment A

Trail Ranger Program

Applicant Profile

Place this form at the front of the application.

Applicant's Name:

TYPE OF ORGANIZATION

Small Business _____ **Non-Profit Organization** _____ **Other** _____

Contact Person: _____

Office Address: _____

Phone _____ **Number:**

Fax _____ **Number:**

Federal ID _____ **Number:** _____

Program Description: _____

Budget:

Total Funds Requested: _____

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer**

**Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying" and "Government-wide Debarment and Suspension (Non-procurement)" and 28 C.F.R. §83.670, "Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts

under grants and cooperative agreements, and subcontracts) and that all sub--recipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 67, for prospective participants in primary covered transactions, as defined at 28 C.F.R. §83.670, for prospective participants in primary covered transactions:

The applicant certifies that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

1. Drug-Free Workplace (Applicants Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, as amended (Pub. L. No. 100-690) and implemented at 28 C.F.R. Part 83:

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an on-going drug-free awareness program to inform employees about—

1. The dangers of drug abuse in the workplace;
2. The applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4th Street, NW, 400 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 3. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Applicants who are Individuals)

As required by the Drug-Free Workplace Act of 1988, as amended (Pub. L. No. 100-690) and implemented at 28 C.F.R. Part 83:

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
 - B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within ten (10) calendar days of the conviction, to:**
-

**As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.**

1. Applicant Name and Address

2. Application Number and/or Project Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Attachment C

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

- 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.**
- 2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, as amended (Pub. L. No. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.**
- 3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 U.S.C. 1501, *et seq.*).**
- 4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.**
- 5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.**

6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, as amended (Pub. L. No. 93-234, 42 U.S.C. § 4002). Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (Pub. L. No. 89-665, 16 U.S.C. § 470 *et seq.*), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966, as amended (Pub. L. No. 93-291, 16 U.S.C. 569a-1 *et seq.*). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 C.F.R. § 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 C.F.R. applicable to grants and cooperative agreements including Part 18 and Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act, as amended; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

12. It will comply, and all its applicants will comply, with; Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352); Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990), as amended (42 U.S.C. § 12181 -12189); Title IX of the Education Amendments of 1972, as amended; and the Age Discrimination Act of 1975, as amended (45 C.F.R. § 91).
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act, as amended (Pub. L. No. 97-348, 16 U.S.C. § 3501 *et seq.*) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature & Title

Date

DEPARTMENT OF HUMAN SERVICES

SUBMISSION RECEIPT

Trail Ranger Program

RFA #

THE OFFICE OF GRANTS MANAGEMENT (OGM) IS IN RECEIPT OF A
PROPOSAL FROM:

Contact Name/ Please Print Clearly) (

Organization Name) (

Address, City, State, Zip Code) (

Phone/ Fax) (

Amount Requested) (

OGM USE ONLY:

Please Indicate Time:

ORIGINAL _____ and COPY

RECEIVED ON THIS _____ DATE

Received _____ by:

PROPOSALS WILL NOT BE ACCEPTED AFTER 3:00 P.M.

**Attachment E
Trail Ranger Program**

**Work
Plan**

Agency:								Submission Date:				
Services Area:								Project Manager:				
Budget:								Telephone #.				
Measurable Objectives	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Objectives:	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
Activities:												
1.												
2.												
3.												
4.												
5.												
6.												
7.												

Attachment F
Trail Ranger Program

Staffing Plan

Program Director's Signature: _____

Date _____

Name	Position Title	Filled/Vacant	Annual	% of Effort	Start Date

Attachmen		Ran	
CATEGORY	ADMINISTRATION	PROGRAM SERVICE	TOTAL
SALARIES AND WAGES			
FRINGE BENEFITS			
CONSULTANTS/ EXPERTS			
OCCUPANCY			
TRAVEL AND TRANSPORTATION			
SUPPLIES & MINOR EQUIPMENT			
CAPITAL OUTLAYS			
CLIENT COSTS			
COMMUNICATIONS			
OTHER DIRECT COST			
INDIRECT COST / OVERHEAD			
TOTAL			

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BUDGET

**Date of
Submission:
Project
Manager:
Telephone #:**

MAY BE SINGLE-SPACED

Program Director's Signature: _____ Date: _____

Attachment I
Trail Ranger Program

Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant’s application submission.

Collaborating Organization(s): Name:

Address: _

Telephone & Fax Number: _

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type	_____	_____	Names(s):
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Tel.:	_____	_____
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Tel.:	_____	_____
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Signature(s):	_____	_____
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Tel.:	_____	_____
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Date: _____

MAY BE SINGLE-SPACED